

# **MODIMOLLE LOCAL MUNICIPALITY**

**AN EQUAL OPPORTUNITY EMPLOYER**

## **INTERNAL / EXTERNAL VACANCY**

**Applications are invited from suitably qualified experienced persons for appointment in the under mentioned vacancy:**

1. **POST : INTERNAL AUDIT INTERN**  
**SECTION : INTERNAL AUDIT UNIT**  
**DEPARTMENT : MUNICIPAL MANAGER'S OFFICE**  
**CONTRACT : TWO YEARS CONTRACT**  
**SALARY : R100 000.00 (Cost to Company)**

**QUALIFICATIONS & EXPERIENCE:**

- B/degree and or N/Diploma in the field of Accounting and or Auditing,
- No experience required

**DUTIES:**

- Assist with the development of Audit Plan.
- Assist with system description.
- Assist with the development of Audit Programme.
- Assist with execution of audit as per audit plan.
- Assist in compiling audit reports.
- Assist in conducting follow up audit.
- Assist in conducting ad-hoc audits.
- Assist in preparation of Audit Committee meeting and minutes.
- Assist in any other issues that might be required by the employer.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

2. **POST : DIVISIONAL MANAGER : EXPENDITURE & ASSETS**  
**DIVISION : EXPENDITURE & ASSETS**  
**DEPARTMENT: BUDGET & TREASURY**  
**SALARY : R 239 855.22 per annum**  
**PLUS APPLICABLE BENEFITS**

**Post Level 01**

**QUALIFICATIONS & EXPERIENCE**

- B.Com Degree / Diploma (NQL 5) Majoring in Financial Accounting
- Understanding GRAP / IFRS principles.
- 5 years experience of which at least 1 year be at middle management level.
- Sound knowledge of MFMA and other Municipal legislation.
- Computer literacy.
- Driver's license code B / EB.

**DUTIES:**

- To ensure compliance with all the municipality' policies regarding asset and expenditure.
- Manage and Supervise expenditure division:
  - ❖ Approve orders
  - ❖ Creditors Payments and Reconciliation
  - ❖ Loan Payments
  - ❖ Insurance administration
  - ❖ Oversee the Bank reconciliation
  - ❖ Salary administration
  - ❖ Check and verify salary master.
  - ❖ Maintain and monitor petty cash register.
  - ❖ Coordinate and control sequences associates with the verification and provision of information related to expenditure transactions.
- Manage and Supervise Asset division:
  - ❖ Keep and update asset register .
  - ❖ Bar coding of assets received.
  - ❖ Monitor the movement of assets.
- All other responsibilities applicable to the position in terms of the MFMA.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**3. POST : SUPERINTENDANT TRAFFIC**

**DIVISION : PROTECTION SERVICES**

**DEPARTMENT: SOCIAL SERVICES**

**SALARY : R182 210.69 per annum**

**Post Level 04**

**QUALIFICATIONS & EXPERIENCE**

- ITO III
- Grade 12
- Diploma Traffic Officer
- Diploma Examiner of Vehicles
- Diploma Examiner of Drivers licenses
- SABS 0126 Training
- Computer training
- Proof of registration as:
  - Traffic Officer Grade A
  - Examiner of Vehicles Grade A
  - Examiner of Drivers License Grade A
  - NATIS Officer

- Sound knowledge of E-Natis
- Sound knowledge of drivers license booking system
- No criminal record
- At least 5 years experience
- Code EC and a drivers license

**DUTIES:**

- Be the management representative
- Control Law enforcement activities
- Control drivers license booking system
- Assist with day to day administration
- Training of Traffic Officer

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**4. POST : SPECIAL PROJECTS OFFICER**

**DIVISION : COMMUNICATION & IT (OFFICE OF THE MAYOR)**

**DEPARTMENT: CORPORATE SERVICES**

**SALARY : R160 939.30 – R177 733.26 per annum**

**Post Level 05**

**QUALIFICATIONS & EXPERIENCE**

- Grade 12
- Computer literacy as added advantage
- Knowledge of Local Community
- Appropriate experience with regard to community work
- Code 08 Driver's license
- Willing to travel and work long hours, including over weekends and Public Holidays if needed.
- Interpersonal relations skills.

**DUTIES:**

- Coordinate special projects on HIV/AIDS, disabled, youth development and gender to Coordinate youth development programmes by forming committees within the municipality.
- Meetings with youth organizations and Local Government Committees.
- Conduct site inspections, workshops and establish committees.
- Facilitate hosting of events.
- Report writing.
- Coordinate and manage youth advisory centre.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**GENERAL:**

- An Application Form accompanied by a detailed CV and certified copies of certificates must be handed in at the Human Resources Office at Modimolle Municipal Offices.
- **NB. Faxed and E-mailed applications will not be accepted.**
- The successful candidates will **commence duties on 1 October 2010 or as soon as possible thereafter.**

- **Canvassing is strictly prohibited** and proof thereof will disqualify applicants.
- Clearly marked envelopes must reach undersigned not later than **27 August 2010** at 12:00.

**NOTE:**

- All posts will follow the TASK Job Description System when approved.
- All salaries are subject to wage curve implementation and annual negotiated salary adjustments.
- Short listed applicants may be subjected to operation applicable testing before or at the interview.
- Vetting of short listed applicants will be done.
- Appointees will be on a 6 month probation period.

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Municipal Offices  
**Private Bag X1008**  
**MODIMOLLE**  
0510

**K S LEKALA**  
**ACTING MUNICIPAL MANAGER**

Tel No: 014 718 2000

**IF YOU ARE NOT INVITED FOR AN INTERVIEW WITHIN 30 DAYS FROM THE CLOSING DATE, IT  
MUST BE ACCEPTED THAT YOUR APPLICATION WAS UNSUCCESSFUL.**

# **MODIMOLLE LOCAL MUNICIPALITY**

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## **INTERNAL / EXTERNAL VACANCY**

**Applications are invited from suitably qualified experienced persons for appointment in the under mentioned vacancy:**

1. **POST : ARTISAN ASSISTANT: MODIMOLLE**  
**DIVISION : ELECTRICAL**  
**DEPARTMENT : TECHNICAL SERVICES**  
**SALARY : R80 674.49 – R88 175.18 per annum** **Post Level:10**

**QUALIFICATIONS & EXPERIENCE:**

- N2 in electrical Engineering.
- One year relevant experience.

**DUTIES:**

- To assist in executing of construct work and maintenance of electrical work.
- To assist in executing of relevant equipment and administration.
- Working on live equipment up to 380 volts as required.
- Doing standby work.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

2. **POST : RECORDS CLERK**  
**DIVISION : ADMIN, LEGAL AND PROPERTY SERVICES**  
**DEPARTMENT : CORPORATE SERVICE**  
**SALARY : R 114 320.72 – R 129 676.72 p.a.** **Post Level: 07**

**QUALIFICATIONS & EXPERIENCE:**

- Grade 12
- Computer literacy
- Experience in filing
- Knowledge of National Archives Act.
- Knowledge of general office practice.

**DUTIES:**

- Responsible for the Records and Archive System.
- Processing of correspondence.
- Typing of documents and letters.
- Assist with the purchasing and control of the department's stationary.
- Responsible for the processing of communication media.
- Scanning of incoming mail

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**3. POST : ADMIN CLERK**  
**DIVISION : TOWN PLANNING**  
**DEPARTMENT : TECHNICAL SERVICES**  
**SALARY : R114 320.72 – R129 676.72 Per annum** **Post level 07**

**QUALIFICATIONS AND EXPERIENCE**

- Grade 12.
- Computer Literacy.
- 2 years relevant experience in Town Planning

**DUTIES:**

- Receiving of building plans checking if plans met with requirements of National Building Regulations and SABS Specification.
- Responsible for Building Plan Register.
- Filling of building plans.
- Filling of towns plans.
- Attending to enquiries and complaints of public.
- Photo copying of house and building plans.
- Compiling of monthly reports to SA Statistics
- Responsible for housing related matter.
- Project management
- Knowledge and planning organizing
- Ability to deal with public & customer service
- Local government knowledge
- Understanding of policies & legislature
- Compiling of divisional reports; - building plans approved;
  - Sub-divisions;
  - Consolidations;
  - Special consent; and
  - Rezoning and township establishment

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**4. POST : ARTISAN PLUMBER & FITTER**  
**DIVISION : WATER & SANITATION**  
**DEPARTMENT : TECHNICAL SERVICES**  
**SALARY : R135 519.23 – R157 017.31 per annum** **Post level 06**

**QUALIFICATIONS AND EXPERIENCE**

- N6 Plumbing or N6 Fitting & turning
- Experience in Water & Sanitation in compulsory
- Trade test will be an added advantage
- Must have a code 10 driver's license.

**DUTIES:**

- Maintenance of water and sewer reticulation network.
- Decide on material to be used for maintenance.
- Supervisor of Personnel and controlling daily task.

- To make sure that the task given to worker's are performed up to standard.
- Construct water and sewer reticulation network using dumpy level.
- Identify main sewer pipes.
- Give connection from house connections to the main line.
- Identify problems in the water and sewer reticulation network and solving problems.
- Up keeping of vehicle log sheet and report daily tasks to the Divisional Manager.
- Supervise work.
- Keep record & book of all data.
- Responsibility to ensure sewer plant is correctly operated in 24hrs.
- Monitoring shifts rosters for all plant operators to do day & nights shifts, leave & overtime.
- Handle the buying of chemicals needed on plant.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**5. POST : INDIGENT CLERK**

**DIVISION : COMMUNICATION & IT**

**DEPARTMENT: CORPORATE SERVICES**

**SALARY : R114 320.72 – R129 676.72 per annum**

**Post Level 07**

**QUALIFICATIONS & EXPERIENCE**

- Grade 12
- 3 years creditable experience in the relevant field.
- Good computer knowledge and skills.
- Ability to work under pressure.
- Interpersonal skills.

**DUTIES:**

- Compile indigent list.
- Update indigent register on regular basis.
- Implement indigent policy.
- Reconciliation of indigent income.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**6. POST : LIBRARIAN - MODIMOLLE**

**DIVISION : SPORTS, ART, CULTURE & RECREATION**

**DEPARTMENT: SOCIAL SERVICES**

**SALARY : R135 519.23 – R157 017.31 per annum**

**Post Level 06**

**QUALIFICATIONS & EXPERIENCE**

- Grade 12
- Computer Literacy.
- Diploma/Degree in Library Science or equivalent qualification
- 3 years relevant experience.

**DUTIES:**

- Responsible for Administration of Library.
- Supervision of Library Personnel.

- Compilation of Reports.
- Budget control of the Library.
- Filing of books and membership cards.
- Controlling of the waiting list of books.
- Restoration books.
- Control cash flow and doing cash book.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**7. POST : CASHIER**

**DIVISION : INCOME**

**DEPARTMENT: BUDGET & TREASURY**

**SALARY : R79 484.15 – R89 185.39 per annum**

**Post Level 09**

**QUALIFICATIONS & EXPERIENCE**

- Grade 12
- Preference will be granted to candidates with cashier's experience.

**DUTIES**

- Receiving monies on daily basis.
- Filing of daily summary and banking list.
- Control of disconnections list.
- Operating electricity validator.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**8. POST : FINANCIAL MANAGEMENT INTERN (2-YEAR CONTRACT)**

**DIVISION : BUDGET & TREASURY**

**DEPARTMENT: FINANCE**

**SALARY : R100 000 per annum fixed (cost to Company)**

**QUALIFICATIONS & EXPERIENCE**

- A Bachelor's Degree or Diploma in Finance, Accounting or Auditing.
- Preference will be given to the previously disadvantaged target groups and recent graduates.
- No experience needed.

**TRAINING ARREARS**

- Strategic leadership and management.
- Strategic and Operational management
- Financial and Performance Reporting
- Auditing and Accounting



- Change, risk and Stakeholder Relations
- Partnership and Stakeholder relations.
- Governance, Professional ethics and Values.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**GENERAL:**

- An Application Form accompanied by a detailed CV and certified copies of certificates must be handed in at the Human Resources Office at Modimolle Municipal Offices.
- **NB. Faxed and E-mailed applications will not be accepted.**
- The successful candidates will **commence duties on 1 OCTOBER 2010 or as soon as possible thereafter.**
- Canvassing is strictly prohibited and proof thereof will disqualify applicants.
- Clearly marked envelopes must reach undersigned not later than **20 AUGUST 2010 at 12:00.**

**NOTE:**

- All posts will follow the TASK Job Description System when approved.
- All salaries are subject to wage curve implementation and annual negotiated salary adjustments.
- Short listed applicants may be subjected to operation applicable testing before or at the interview.
- Vetting of short listed applicant will be done.
- Appointees will be on a 6 month probation period.

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## **INTERNAL / EXTERNAL VACANCY**

**Applications are invited from suitably qualified experienced persons for appointment in the under mentioned vacancy:**

**1. POST : GENERAL WORKER**  
**DIVISION : REFUSE**  
**DEPARTMENT: SOCIAL SERVICES**  
**SALARY : R 58 002.40 per annum**

**Post Level 16**

**QUALIFICATIONS & EXPERIENCE**

- Literate
- Diligent and hard working

**DUTIES:**

- Household refuse removal.
- Worker on refuse compactor.
- Cleaning the municipal pavements.
- Picking up of litter by using pick sticks.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**2. POST : GENERAL WORKER**  
**DIVISION : WATER & SANITATION**  
**DEPARTMENT: TECHNICAL SERVICES**  
**SALARY : R 58 002.40 per annum**

**Post Level 16**

**QUALIFICATIONS & EXPERIENCE**

- Grade 10 literate
- Physically very strong
- Diligent and hard working

**DUTIES:**

- Digging of trenches.
- Laying of pipes.
- Clean out and maintain sewer drains.
- Construct subsoil drains.
- Prepare area and lay pipes.
- Construct water and sewer reticulation.
- Construct catch pits and manholes.
- Pothole repairs and maintenance.
- General work in the sewer and water purification plants.

**NOTE:** Above-mentioned is a sample of duties – the incumbent will follow the T.A.S.K. Job Description.

**GENERAL:**

- An Application Form accompanied by a detailed CV and certified copies of certificates must be handed in at the Human Resources Office at Modimolle Municipal Offices.
- **NB. Faxed and E-mailed applications will not be accepted.**
- The successful candidates will **commence duties on 1 SEPTEMBER 2010 or as soon as possible thereafter.**
- Canvassing is strictly prohibited and proof thereof will disqualify applicants.
- Clearly marked envelopes must reach undersigned not later than **13 AUGUST 2010 at 12:00.**

**NOTE:**

- All posts will follow the TASK Job Description System when approved.
- All salaries are subject to wage curve implementation and annual negotiated salary adjustments.
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